

BELMONT PUBLIC LIBRARY, BELMONT, MASSACHUSETTS
MEETING OF THE BOARD OF TRUSTEES October 16, 2007

The meeting was called to order at 7:40 p.m. by Hal Shubin, Chair. Present were Trustees Elaine Alligood, Mary Keenan, Heli Tomford, and Jil Westcott and Director Maureen Connors. Trustee Matt Lowrie was absent.

New Business: Trustee Keenan will serve as alternate to Trustee Tomford on the Sick Bank committee.

The minutes for the meeting of September 11th were unanimously approved on a motion by Trustee Tomford, seconded by Trustee Alligood.

The trustees appoint two trustees to the BLF; with the resignation of Clay Christensen, another appointment is needed. Bring suggestions to the next meeting.

Old Business: Chair Shubin spoke with Town Administrator Tom Younger regarding the Director's evaluation. The TA has already spoken with the Board of Selectmen regarding this.

Three scenarios have been requested for the FY09 budget- level services, a ten percent increase, and a ten percent decrease. According to Town Accountant Haag, the shift to the new MUNIS system has delayed the statements for the FY07 year-end accounting for the library's trust funds. The Director explained that lost book funds and copier funds must be separate revolving funds.

The Long Range Plan (LRP) was discussed. A new action item is needed for every new goal and objective. The MBLC has careful guidelines for LRPs. The LRP sent to trustees in the spring was discussed as were possible new activities, especially in the area of technology. Public Service Announcements (PSAs) are planned for cable TV. Suggested also were a televised book group and even a separate show on the library. Money is needed in the budget for work on the library website. Collaboration with the schools is on-going; the meeting with Chenery Social Studies teachers in preparation for History Day is one example. Presentations are scheduled for the PTOs so parents will be aware of the many resources of the library via the Internet.

The One Book One Belmont Community Reads program under the leadership of Emily Reardon is gathering steam as the first photos of community figures are in the paper this week. Thanks, Adine Storer, for the great photography for these.

Clarification on the topic of collecting signatures in municipal buildings was received from Jeff Conti, Asst. TA. The library will continue its past practice which conforms to this policy.

Committee Reports: Union Negotiations were updated; papers from the lawyer will be forthcoming.

The plans for the reconfiguration of the Circulation Desk have been refined as a cost estimate is in the works. Thanks go to architect David Johnson for his pro bono work on this project. Plans will go to Director of Community Development Glenn Clancy; Steve Sala will talk to the Permanent Building Committee.

Friends - Trustee Keenan reported on recent Friends' book sale, including the free afternoon for teachers. It was noted how valuable the Friends organization is to the work of the library. Other trustees will try to get to a meeting when possible.

Holiday closings: Director Connors reviewed the calendar and proposed that the library be closed on Monday, November 12th, the designated day to observe Veterans' Day, as well as at 5 p.m. on the day before Thanksgiving, Wednesday, November 21st. Town offices are closed on Monday November 12th. She further proposed that the library be closed the whole day of Christmas Eve, Monday, December 24th and at 5 p.m. on New Year's Eve, December 31st. These proposals were put into a motion by Trustee Tomford and seconded by Trustee Westcott; the motion passed unanimously.

Director Connors added that the library will be open on Friday, November 23rd, the day after Thanksgiving. Town offices are closed on this day. Sunday openings begin after January 1st.

CPOC report: Chair Shubin stated that nothing has changed regarding the status of the library but the trustees were heartened by the reconsideration of the cluster plan. The town's CPOC gave their report to the Selectmen Monday evening, October 15th. Four trustees and Director Connors were present. Chair Shubin reported that the CPOC report commended the 2002 Cluster plan and suggested that a new library be built across the street on Concord Avenue, as the cluster plan had suggested. The CPOC group also recommended that the present library building not be torn down, and instead, be adapted for another town use such as police station or community cluster. It was suggested that the trustees ask the CPOC to a meeting as a first attempt to rally support for the report. Chair Shubin will continue working with the School Committee and will initiate a conversation with the Chief McLaughlin. Director Connors noted that the current Police Station Feasibility Study should include a consideration of the library building for police headquarters use.

The next regular meeting of the trustees will be on Tuesday, November 13th, with a meeting for the budget on November 1st, a Thursday.

Respectfully submitted,

Mary E. Keenan